



Pontypridd High School

Charging and Remissions Policy

*'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'*

Charging and Remissions Policy

Date of policy:	January 2023
Adopted:	22 nd March 2018 Finance Committee Meeting 1 st February 2023, Finance Committee Meeting
To be reviewed:	Spring 2026
Member of staff responsible:	Bursar
Committee Responsible:	Finance

1. Introduction

The Governing Body acknowledge the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities.

2. The Legal Position

Sections 449-462 of the Education Act 1996 ("the 1996 Act") set out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities in Wales. The 1996 Act prescribes what activities governing bodies may and may not charge for when taking place during or outside of school hours, including residential activities.

3. Education

3.1 No charge can be made for:

- an admission application or admission to any maintained school for children of compulsory school age
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or for education or activities that secure the school's duty to provide religious education

- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or it is part of the school's duty to provide religious education
- entry for a prescribed public examination, if the pupil has been prepared for it at the school or for examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school; or
- any cost or charge associated with preparing a pupil for an examination.

3.2 Charges can be made for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her or the child to own them
- optional extras (see paragraph 5)
- music tuition, in limited circumstances (see paragraph 7)

4. Education partly during school hours

4.1 If any activity happens, including "connected travelling time", partly during and partly outside school hours it counts as taking place entirely in school hours if at least 50% of it takes place in school hours. No charge may be made in such circumstances. "Connected travelling time" means time spent during school hours by the children taking part in the educational activity in question in getting to or from the place where the activity takes place.

4.2 Parents will only be charged for activities that happen outside school hours when these activities are not a part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

5. Optional Extras

5.1 Charges may be made for other activities that are known as "optional extras". Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupils being prepared for at the school; or
 - c) part of religious education

- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product eg ingredients or materials
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- an examination that the school has arranged for pupil to take but does not appear on a prescribed list

Charges may also be made if a pupil fails without good reason to complete the requirements of any public prescribed examination where the governing body or local authority originally paid or agreed to pay the entry fee.

5.2 In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in singing or playing a musical instrument, where the tuition is an optional extra

5.3 Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils which to participate in the activity whose parents are unwilling or unable to pay the full charge.

5.4 In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

5.5 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

6. Transport

No charge can be made for the following:

- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; or
- transport provided in connection with an educational visit.

7. Musical Instrument Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Schools may charge for musical instrument tuition provided to individual pupils, or to a group of not more than four pupils, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

8. School Visits

8.1 No charge can be made for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside schools hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; or
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

8.2 A charge can be made for the actual cost of board and lodging for residential trips.

8.3 Pupils will be exempt from paying for the cost of board and lodging if their parents can prove they are in receipt of the following benefits:

- a) Income Support
- b) Income Based Jobseeker's Allowance
- c) In receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently the following are prescribed:
 - support under Part 6 of the Immigration and Asylum Act 1999
 - Child Tax Credit, providing Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 ie children who are eligible to receive free school meals
 - Income Related Employment and Support Allowance
- d) Guarantee element of the State Pension Credit
- e) Receipt of Universal Credit.

9. Voluntary Contributions

All requests to parents for voluntary contributions must make it clear that the contribution is voluntary and that there is no obligation to contribute. The Headteacher must also make it clear that children who do not contribute will not be treated any differently.

If the activity cannot be funded without voluntary contributions, the Headteacher must make it clear to parents when the contribution is requested. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity must be cancelled, this must be made clear to parents when asking for contributions. No pupil may be left out of an activity because his or her parents cannot, or will not, contribute.

10. School Minibuses

Charges for the school minibus can only be made if the school holds a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made.

Charges made may recover some or all of the costs of running the vehicle but the service may not make a profit.

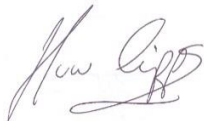
Only the school's pupils, staff or parents may travel for a charge in a school's minibus.

11. Supplementary Information

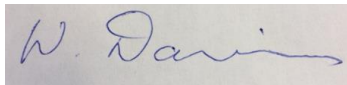
Breakages and Damage

Where a pupil's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the school's discretion.

Approved by:



Mr H Cripps, Headteacher



Mr W Davies, Chair of Governors